



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: June 13, 2006

POSITION: **ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)**
Permanent Full Time
Final Filing Date has been extended by 10 days

SALARY: \$4316 - \$5247

LOCATION: **CUIAB, Admin/Information Technology Section**
2400 Venture Oaks Way, Suite 400, Sacramento, CA 95833

Position Action #56-219

POSITION DESCRIPTION:

Under the direction of the Senior Information Systems Analyst (Supervisor) the Associate Information Systems Analyst Specialist is responsible for complex analysis of information technology projects. The individual will work closely with management, clients, consultants and information systems staff. The ability to analyze situations and provide solid solutions to problems is essential.

- Administers NT, 2000, 2003 and UNIX servers
- Installs and sets up servers on the network
- Creates and maintains Workstation images
- Installs patches and upgrades to servers and workstations
- Monitors and troubleshoots server problems
- Performs diagnostic and server maintenance
- Makes recommendations for server enhancements
- Plans for upgrades and performs risk analysis
- Ensures security of servers
- Creates and maintains Domain user principles
- Develops and maintains written server documentation and policies
- Adds and removes clients to/from domain
- Assigns appropriate rights and permissions to clients
- Provides support for PCs; installs and configures software
- Works with consultants
- Attends meetings. Travels

WHO SHOULD APPLY:

Persons who are currently in the class of Associate Information Systems Analyst (Specialist) or other classes within transfer range or have list eligibility. SROA and surplus employees will be given first consideration.

SUBMIT APPLICATION

(Form 678) to: **California Unemployment Insurance Appeals Board**
Attn: Ingrid Azvedo, APA
2400 Venture Oaks Way, Suite 400
Sacramento, CA 95833

CONTACT: For more information about this position, contact
Rafael Placencia at: (916) 274-0686

FINAL FILING: **June 26, 2006** **(Final Filing Date has been extended by 10 days)**

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